

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST



CITY OF ROCKVILLE
Department of Public Works
111 Maryland Avenue
Rockville, MD 20850
240-314-8500

Project Name: _____

Engineering Firm: _____

Property Address: _____

Phone No.: _____

Subdivision: _____

Contact Person: _____

Planning Permit No.: _____

CITY USE ONLY

	Submittal Date	City Review Dates & Initials
Public Works Permit No.: _____	_____	_____
Sediment Control Permit No.: _____	_____	_____
Stormwater Mgmt. Permit No.: _____	Design	Date
Forest Conservation (FTP) No.: _____	Acceptable	
Building Permit No.: _____	_____	_____

Legend:

- ☒ Complete
INC Incomplete/Incorrect
NA Not Applicable

This checklist has been developed to provide specific instructions to engineers. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Consultant shall review the entire check list, prior to first submittal, and check the box in the left-hand column ("Consultant's Initial Submission") to indicate compliance. Consultant must sign the last page.

TO THE ENGINEER

Your submission for Grade Establishment Plan approval has been reviewed. The review was made per the following checklist. Please return the checklist and Grade Establishment Plan comment sheets with your resubmittal. If you do not address a checklist item, including comments on the plan sheets, explain your reasoning

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

Consultant's
Initial
Submission

Rockville's
Review
1st 2nd

GENERAL

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Transmittal explaining purpose of submission and limits of requested approval for each sheet. | _____ | _____ |
| <input type="checkbox"/> | Two (2) prints of proposed grade establishment plan (24" x 36" sheets). | _____ | _____ |
| <input type="checkbox"/> | One (1) copy of the approved site plan, or subdivision plan, PRU, RTH, etc., with approval letter. | _____ | _____ |
| <input type="checkbox"/> | Seal, signature, and license number of a Maryland Professional Engineer on all sheets [mylar submission]. | _____ | _____ |
| <input type="checkbox"/> | Vicinity map with site outlined (2000' scale). | _____ | _____ |
| <input type="checkbox"/> | Name, address and telephone number of engineering firm or individual who prepared plans. | _____ | _____ |
| <input type="checkbox"/> | Owner/Permit Applicant name, address and telephone number. | _____ | _____ |
| <input type="checkbox"/> | Name of street with stations of requested approval. | _____ | _____ |
| <input type="checkbox"/> | Number of sheets if more than one and date prepared. | _____ | _____ |
| <input type="checkbox"/> | City classification of street. | _____ | _____ |
| <input type="checkbox"/> | Title block: plan description, legal subdivision name or legal description, election district, etc. | _____ | _____ |
| <input type="checkbox"/> | Certification as follows:
I hereby certify that: | | |
| | 1. The information shown herein has been compiled from field surveys. | _____ | _____ |
| | 2. There is existing paving, sewer or water in this right of way? ____
Yes ____ No | _____ | _____ |
| | 3. A portion of this right of way lies within, crosses or connects with an existing or proposed state road.
____ Yes ____ No | _____ | _____ |
| | 4. The designs conform to the Rockville City Code. | _____ | _____ |
| <input type="checkbox"/> | Label public or private street. | _____ | _____ |

PROFILES

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | One street per sheet except short cul-de-sacs. | _____ | _____ |
| <input type="checkbox"/> | Scale: Horizontal 1" = 50'. Vertical 1" = 5', Datum. | _____ | _____ |
| <input type="checkbox"/> | Legend. | _____ | _____ |
| <input type="checkbox"/> | Limit of requested approval. | _____ | _____ |
| <input type="checkbox"/> | Rates of grade. | _____ | _____ |
| <input type="checkbox"/> | Minimum grade – 1%. | _____ | _____ |
| <input type="checkbox"/> | Maximum grade - see City of Rockville construction standards. | _____ | _____ |
| <input type="checkbox"/> | Existing centerline profile, 50' maximum intervals and all breaks in grade. | _____ | _____ |

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

Consultant's Initial Submission		Rockville's Review	
		1st	2nd
<input type="checkbox"/>	Existing building restriction line (BRL) profiles, 50' maximum intervals and all breaks in grade.	_____	_____
<input type="checkbox"/>	Existing spot elevations 30' beyond BRL, 100' maximum intervals and all breaks in grade.	_____	_____
<input type="checkbox"/>	Proposed stations and centerline elevations, 50' maximum, 25' in vertical curves.	_____	_____
<input type="checkbox"/>	Proposed stations and centerline elevations at intersections, and connections with proposed roads and existing roads (field verify all existing elevations).	_____	_____
<input type="checkbox"/>	Elevations on property line at existing and proposed driveways.	_____	_____
<input type="checkbox"/>	Centerline profile for a minimum 300' beyond approval request limits (proposed and existing).	_____	_____
<input type="checkbox"/>	Station Profiles – West to East, North to South or South to North.	_____	_____
<input type="checkbox"/>	Stations and elevations of PVC, PVT and PVI.	_____	_____
<input type="checkbox"/>	Stations and elevation of high points, low points and grade breaks.	_____	_____
<input type="checkbox"/>	Existing and proposed culverts and pipe crossings, as requested.	_____	_____
<input type="checkbox"/>	Proper sight distance and vertical curve length based on AASHTO requirements.	_____	_____
	PLAN SECTION		
<input type="checkbox"/>	One street per sheet except short cul-de-sacs.	_____	_____
<input type="checkbox"/>	Typical street section with station limits and centerline corrections.	_____	_____
<input type="checkbox"/>	Scale: 1" = 50', North Arrow, Datum.	_____	_____
<input type="checkbox"/>	Street names.	_____	_____
<input type="checkbox"/>	Right of way lines.	_____	_____
<input type="checkbox"/>	Property lines and owner/legal description for adjacent properties.	_____	_____
<input type="checkbox"/>	Stations on centerline at 100' intervals.	_____	_____
<input type="checkbox"/>	Stations on centerline at PC and PT of horizontal curves.	_____	_____
<input type="checkbox"/>	Stations at intersections.	_____	_____
<input type="checkbox"/>	Curb and gutter or paving lines.	_____	_____
<input type="checkbox"/>	Paving and right-of-way width (existing/proposed).	_____	_____
<input type="checkbox"/>	Paving and right-of-way width of intersecting streets (existing/proposed).	_____	_____
<input type="checkbox"/>	Sidewalk and driveway width (existing/proposed).	_____	_____
<input type="checkbox"/>	Stations at PC, PT of fillets, high and low points (cul-de-sacs and medians included).	_____	_____
<input type="checkbox"/>	Drainage arrows at intersections.	_____	_____

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

ADDITIONAL REQUIREMENTS

COMMENTS

All items that are applicable to the plans being submitted for review should be checked ☒ in the left-hand column labeled "Consultant's Initial Submission." Items that do not apply should be indicated (N/A). Items that do apply but are not checked must be explained. Attach a separate sheet of paper, if necessary.

Date

Name of Engineering Firm

Signature of Responsible Person

Type or Print Name

WebDoc 12/14/2004

Title